

EMPLOYMENT READINESS PROGRAM (ERP)

Class Schedule Jan – Dec 2018

Bldg 7, Training Room - Call (706)545-4043/7517 to Register

DATE	CLASS/TRAINING	TIME
16 JAN	Job Strategy Workshop	9:00 – 12:00
23 JAN	Resume/Federal Resume	9:00 – 12:00
25 JAN	Interviewing Skills	9:00 – 11:00
30 JAN	10 Steps to a Federal Job	9:00 – 12:00
1 FEB	Enhancing Employment with Social Media	9:00 – 12:00
13 FEB	Job Strategy Workshop	9:00 – 12:00
20 FEB	Resume/Federal Resume	9:00 – 12:00
22 FEB	Interviewing Skills	9:00 – 12:00
27 FEB	10 Steps to a Federal Job	9:00 – 12:00
01 MAR	Enhancing Employment with Social Media	9:00 – 12:00
13 MAR	Job Strategy Workshop	9:00 – 12:00
20 MAR	Resume/Federal Resume	9:00 – 12:00
22 MAR	Interviewing Skills	9:00 – 12:00
27 MAR	10 Steps to a Federal Job	9:00 – 12:00
05 APR	Enhancing Employment with Social Media	9:00 - 12:00
10 APR	Job Strategy Workshop	9:00 – 12:00
17 APR	Resume/Federal Resume	9:00 – 12:00
24 APR	10 Steps to a Federal Job	9:00 – 12:00
26 APR	Interviewing Skills	9:00 – 12:00
03 MAY	Enhancing Employment with Social Media	9:00 - 12:00
08 MAY	Job Strategy Workshop	9:00 – 12:00
15 MAY	Resume/Federal Resume	9:00 – 12:00
22 MAY	10 Steps to a Federal Job	9:00 – 12:00
24 MAY	Interviewing Skills	9:00 – 12:00
07 JUN	Enhancing Employment with Social Media	9:00 - 12:00
12 JUN	Job Strategy Workshop	9:00 – 12:00
19 JUN	Resume/Federal Resume	9:00 – 12:00
26 JUN	10 Steps to a Federal Job	9:00 – 12:00
28 JUN	Interviewing Skills	9:00 – 12:00
05 JUL	Enhancing Employment with Social Media	9:00 - 12:00
10 JUL	Job Strategy Workshop	9:00 – 12:00
17 JUL	Resume/Federal Resume	9:00 – 12:00
24 JUL	10 Steps to a Federal Job	9:00 – 12:00
26 JUL	Interviewing Skills	9:00 – 12:00
09 AUG	Enhancing Employment with Social Media	9:00 - 12:00
07 AUG	Job Strategy Workshop	9:00 – 12:00
14 AUG	Resume/Federal Resume	9:00 – 12:00
21 AUG	10 Steps to a Federal Job	9:00 – 12:00
23 AUG	Interviewing Skills	9:00 – 12:00
06 SEP	Enhancing Employment with Social Media	9:00 – 12:00

Over for more Dates



13 SEP	Job Strategy Workshop	9:00 – 12:00
18 SEP	Resume/Federal Resume	9:00 – 12:00
25 SEP	10 Steps to a Federal Job	9:00 – 12:00
27 SEP	Interviewing Skills	9:00 – 12:00
04 OCT	Enhancing Employment with Social Media	9:00 - 12:00
09 OCT	Job Strategy Workshop	9:00 - 12:00
16 OCT	Resume/Federal Resume	9:00 - 12:00
23 OCT	10 Steps to a Federal Job	9:00 - 12:00
25 OCT	Interviewing Skills	9:00 – 12:00
01 NOV	Enhancing Employment with Social Media	9:00 - 12:00
13 NOV	Job Strategy Workshop	9:00 - 12:00
20 NOV	Resume/Federal Resume	9:00 - 12:00
27 NOV	10 Steps to a Federal Job	9:00 - 12:00
29 NOV	Interviewing Skills	9:00 – 12:00
06 DEC	Enhancing Employment with Social Media	9:00 - 12:00
11 DEC	Job Strategy Workshop	9:00 - 12:00
13 DEC	Resume/Federal Resume	9:00 - 12:00
18 DEC	10 Steps to a Federal Job	9:00 – 12:00

Class Descriptions:

Job Strategy Workshop - Networking and using online assessments to better match your interests and skills to the right jobs is some of what you'll learn. Knowing the career outlook and job market helps in making wise career decisions and better investment of your time.

Resume and Federal Resume Class - This class focuses on various resume styles. Customize each resume for each targeted job. Learn civilian resume products: Functional, Chronological and Combination and some of the Federal Resume.

Ten Steps to a Federal Job – Learn Federal Resume styles, necessary key words and tools to enhance your federal referrals. Understand hiring processes, preference eligibilities, how to advantageously apply for and secure government employment. Job Seeker's Guide (\$19.00 value in bookstores) is FREE to attendees.

Interview Skills Workshop - Prepare your script for every interview question. Your resume got you the interview, so own your resume to ensure you secure the job by learning how to better convey your skills coupled with your core competencies.

Enhancing Employment with Social Media - Research and network employment strategies using social media in the 21st century.

Over for more Dates

